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## **Online Employment Application Guide**

## To Create Your Applicant Profile Before Applying for a Job

1. Click on 'Create Your Account Here!'

**Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address** 

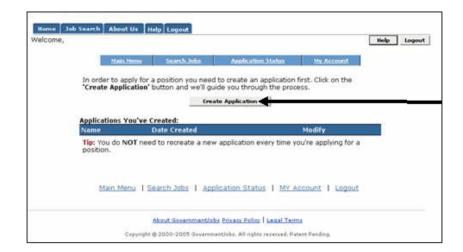


- Enter your new account information (you MUST remember this information)
- 2. Click on the 'Save' button

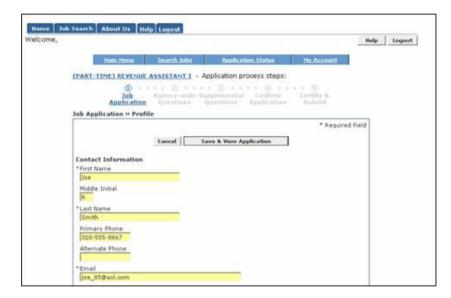


- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'
- 3. Click on the 'Create Application' button

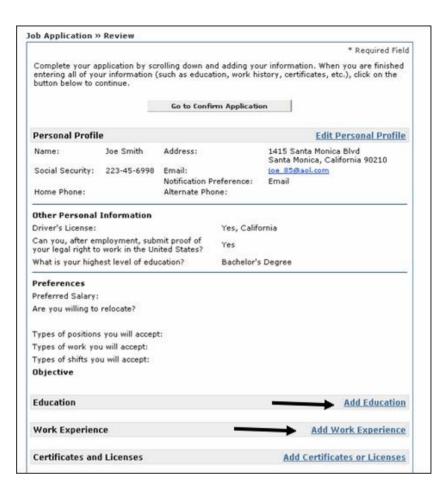
**Note:** You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts** 



- 4. Input a title for your application for your future reference
- 5. Click on the 'Create Application' button
- 6. Fill in the 'Personal Profile' information



- 7. Click on the 'Save & View Application' button
- 8. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.



9. Click on the 'Logout' link in the upper-right-hand corner

## To Apply for a Specific Job Opening

- 1. From the employer's employment opportunity website, click on the job title of the job you are interested in.
- 2. Click on the 'Apply' link



3. Login using your applicant username and password that you created previously.

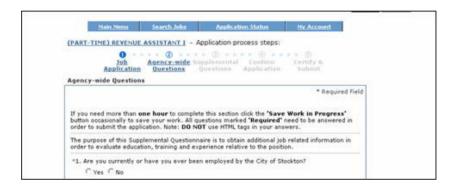
**Note:** If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.** 

	Are you registered?	
	position, please create an account <u>HERE</u> (registration is free). If your GovernmentJobs.com personal account, please login belo	
	Username: joe_85	
	Password: •••	
	Logit	
9	Not Registered Yet? Create Your Account Here!	
	I Forgot My Password	

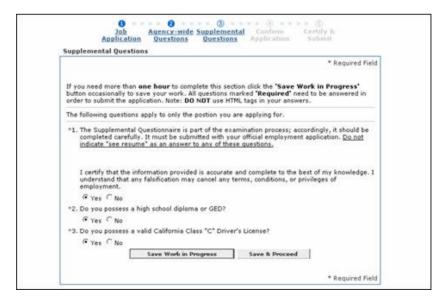
4. Click on the link that says "To apply for the position of your position title click here."



5. Answer the agency-wide supplemental questions

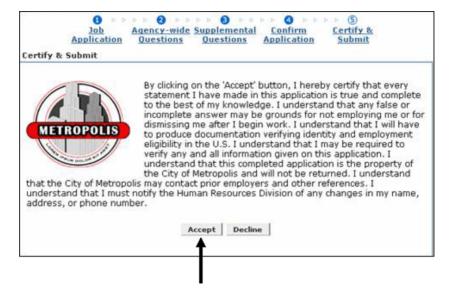


- 6. Click on the 'Save & Proceed' button at the bottom of the page
- 7. Answer the job-specific supplemental questions (if any)



8. Click on the 'Save & Proceed' button at the bottom of the page

- 9. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'
- 10. Click the 'Accept' button on the digital signature screen



11. Click on the 'Logout' link in the upper-right-hand corner

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